

Workplace Emergency Procedures Template

Workplace Name:

Enter workplace name

Location/Address:

Enter location/address

Prepared by:

Enter name

Date:

1. Emergency Contacts

Internal Contacts:

e.g. Supervisor, First Aid Officer, Manager

External Contacts:

e.g. Fire, Police, Ambulance, Poison Control

2. Types of Emergencies

- **Fire**

Describe procedure, exits, assembly points, etc.

- **Medical Emergency**

Describe response, contacts, first aid protocols

- **Evacuation**

Describe evacuation plan, routes, meeting points

- **Other (e.g. Chemical Spill, Natural Disaster)**

Describe procedure

3. Roles & Responsibilities

1. **Employees**

Basic responsibilities during emergencies

2. **Emergency Wardens/Staff**

Duties of designated personnel

4. Emergency Equipment

e.g. Fire extinguishers, first aid kits, emergency exits, alarms

5. Training & Drills

Describe frequency and process for emergency drills and training

6. Review & Updates

Describe plan for reviewing and updating the procedures